



**Town of Borden-Carleton**  
**Regular Council Meeting Agenda**

**Nov 09, 2021 - 20 Dickie Road, Borden-Carleton, PE**

**7:00pm**

**1. CALL TO ORDER:**

**2. DISCLOSURE OF CONFLICT OF INTEREST**

Part VI, Section 23 of the Municipalities Act, which maintains that

*No member of Council shall derive any profit or financial advantage from his/her position as a member of Council and, where a member of Council has any pecuniary interest in or is affected by any matter before the Council, shall declare his/her interest therein and abstain from voting and discussion thereon.*

Declaration(s) - \_\_\_\_\_

**3. ADOPTION OF THE AGENDA**

**4. APPROVAL OF PREVIOUS MINUTES:**

- 4.1 REGULAR MEETING, Oct 12, 2021
- 4.2 SPECIAL MEETING NOTES, Oct 13, 2021

**5. COMMITTEE REPORTS:**

- 5.1 Police Report: Report included in package.
- 5.2 Fire Report:
- 5.3 Recreation/Arena Reports: .
- 5.4 Properties and Planning Report:
- 5.5 Finance and Administration Report:
  - 5.5.1 Audit Letter for 2019/20 & 2020/21 & CAO's Comments
- 5.6 Public Works/ Streets and Lights Report:
- 5.7 Water and Sewer Report:

**6. EXTERNAL REPORTS:**

- 6.1 BADC Report:
- 6.2 Destination Borden-Carleton:

**7. CORRESPONDENCE**

**INFORMATION ITEMS:**

- 7.1 Fed PEI Municipalities – 2021 Semi-Annual Meeting Nov 2, 2021 Summerside.

**ACTION ITEMS**

**8. UNFINISHED BUSINESS**

- 8.1 Housing Development Update (Will be discussed In Camera)
- 8.2 Trail Development Project

**9. NEW BUSINESS**

- 9.1 Five (5) Year Capital Budgeting Process
- 9.2 Water/Wastewater Rate Study
- 9.3 Re-Zoning KOA Campground
- 9.4 Council/Staff Christmas Party/Bonuses for 2021

**10. IN CAMERA -MGA Section 119**

- MGA 119 (e) Contractual Discussions (Housing)
- MGA 119(d) Human Resource Matters



## Town of Borden-Carleton

### Minutes

Oct 12, 2021 - 20 Dickie Road, Borden-Carleton, PE

7:00pm

**PRESENT:** Mayor Charles Mackenzie, Deputy Mayor Randy Ahearn, Councillor Barb Wood, Councillor Larry Allen, Councillor Laurel Palmer-Thompson, Councillor Nicole Arsenaault

**ALSO, PRESENT:** Chief Administrative Officer Jim Wentzell

#### **1. CALL TO ORDER:**

#### **2. DISCLOSURE OF CONFLICT OF INTEREST**

Part VI, Section 23 of the Municipalities Act, which maintains that

*No member of Council shall derive any profit or financial advantage from his/her position as a member of Council and, where a member of Council has any pecuniary interest in or is affected by any matter before the Council, shall declare his/her interest therein and abstain from voting and discussion thereon.*

No one declared a Conflict of Interest for this meeting.

#### **2. ADOPTION OF THE AGENDA**

It was duly moved and seconded that the agenda, as presented be adopted.

Moved by Councillor Larry Allen, seconded by Deputy Mayor Randy Ahearn

CARRIED 6-0

#### **4. APPROVAL OF PREVIOUS MINUTES:**

It was duly moved and seconded that the minutes of the Sept 14, 2021 regular Council meeting be adopted as presented.

Moved by Councillor Nicole Arsenaault, seconded by Deputy Mayor Randy Ahearn

CARRIED 5-0

**It was duly moved and seconded that the minutes of the special meeting held on Sept 20, 2021 be adopted as presented.**

Moved by Deputy Mayor Randy Ahearn, seconded by Councillor Barb Wood.

CARRIED 5-0

**XX SPECIAL ORDER OF BUSINESS**

**xx.1 Presentation 2019-20 and 2020-21 Audited Statements**

Michelle Burge was present and presented to Council the Consolidated Audited statements to March 31 2020 as well as the Audited statements to March 31 202. She answered various questions as put to her by members of Council.

**It was duly moved and seconded that Council approve the 2019/20 and 2020/21 Audited Financial statements for the Town of Borden, Borden-Carleton Water Utilities and Gateway Arena as presented by Michelle Burge with the auditing firm MRSB**

Moved by Councillor Nicolle Arsenault, seconded by Councillor Barb Wood

CARRIED 5-0

Annual Surplus (Deficit) Results	2020/21	2019/20
Town (Schedule 2)	\$96,684	\$367,060
Sewerage (Schedule 6)	(5,151)	(19,732)
Water (Schedule 7)	(26,769)	(53,940)
Gateway Arena (Schedule 8)	(26,515)	37,654
Total	<b>\$ 38,249</b>	<b>\$255,734</b>

**The CAO pointed out that Surpluses and (deficits) could be misleading as Capital grants are included in Revenue but Capita expenditures are not included in expenditures (they are recorded as Assets)**

**5. COMMITTEE REPORTS:**

**Police Report:** Report included in package. Councillor Nicole Arsenault presented the Police Reports for July and August as submitted by the RCMP.

**It was duly moved and seconded that the Police Report be accepted as presented**

Moved by Councillor Nicole Arsenault, seconded by Deputy Mayor Randy Ahearn.

CARRIED 5-0

**Fire Report:**

Councillor Nicole Arsenault presented the Fire Chief's Report for the month.

**It was duly moved and seconded that the Fire Chief's report be accepted as presented**

Moved by Councillor Nicole Arsenault, seconded by Deputy Mayor Randy Ahearn.

CARRIED 5-0

**Recreation/Arena Reports:**

**5.3 Recreation/Arena Reports:** Report included in package. Councillor Larry Allen presented the report of the Recreation Director for the month,

**It was duly moved and seconded that the Recreation/Arena Report be accepted as presented.**

Moved by Councillor Larry Allen, seconded by Deputy Mayor Randy Ahearn

CARRIED 5-0

Also circulated was the Gateway Arena information package circulated to User groups for 2021/22 as well as the latest COVID-19 requirements for Recreation facilities.

**5.4 Properties and Planning Report:**

Councillor Laurel Palmer-Thompson gave a verbal report on the Properties and Planning Committee.

**It was duly moved and seconded that the Properties and Planning Committee Report be accepted as presented.**

Moved by Councillor Laurel Palmer-Thompson, seconded by Councillor Barb Wood.

CARRIED 5-0

**Included in the Council package was the Borden-Carleton Public Library Report for 2020**

**5.5 Finance and Administration Report:** Report included in Package. The CAO reviewed his report for Sept.

**It was duly moved and seconded that the Finance and CAO's report be accepted as presented**

Moved by Councillor Nicole Arsenault, seconded by Councillor Larry Allen.

CARRIED 5-0

**5.6 Public Works/ Streets and Lights Report:**

Councillor Barb Wood circulated a report on the activities of the Public Works/Streets and Lights Committee.

**It was duly moved and seconded that the Public Works/Streets and Lights Committee Report be accepted as presented.**

Moved by Councillor Barb Wood, seconded by Councillor Nicolle Arsenault.

CARRIED 5-0

**5.7 Water and Sewer Report:**

**It was duly moved and seconded that the Water/Sewer Report be accepted as presented.**

Moved by Deputy Mayor Randy Ahearn, seconded by Councillor Barb Wood.

CARRIED 5-0

**EXTERNAL REPORTS:**

**BADC Report:**

Councillor Barb Wood gave a verbal report on the activities of the BADC.

**Destination Borden-Carleton:**

Councillor Laurel Palmer-Thompson gave a verbal report on the activities of the Destination – Carleton Committee.

**7. CORRESPONDENCE**

**INFORMANTION ITEMS:**

7.1 South Shore Pharmacy – Planning Flu Shots at the Legion on Oct 27<sup>th</sup>

7.2 Dept of Environment – Permit to KOA Campground to install Water/Sewer line for 27 Campsites to be hooked up at Paynter Lane.

7.3 Intact Insurance – Informing the Town to expect increase in the cost of Automobile Insurance & Deductibles

**ACTION ITEMS**

7.4 Kinkora Regional High School-Request for donation-Annual Roast Beef Dinner Fundraiser

**It was duly moved and seconded that the Town give Kinkora Regional High School a donation of \$25 for Annual Roast Dinner Fundraiser.**

Moved by Deputy Mayor Randy Ahearn, seconded by Councillor Nicolle Arsenault.

CARRIED 5-0

7.5 Royal Canadian Legion – Request for Municipal Tax Grant for 2021/22

**It was duly moved and seconded that the Royal Canadian legion be given a grant of \$868.64 as a tax rebate for 2021/22.**

Moved by Deputy Mayor Randy Ahearn, seconded by Councillor Barb Wood.

CARRIED 5-0

7.6 Royal Canadian Legion – Request for a prize donation for their Annual Draw Dec 4<sup>th</sup>

**It was duly moved and seconded that the Town give the Legion two \$25 Gas Cards for their Annual Draw being held Dec 4<sup>th</sup>.**

Moved by Councillor Nicole Arsenault, seconded by Councillor Barb Wood

CARRIED 5-0

7.7 Maritime Electric – Scheduling conversion of Street Lights to LED (what type)

Council discussed the two types of options available for the changeover of LED Street Lights in the Town to LED lights. The CAO will follow up on this matter.

**8. UNFINISHED BUSINESS**

8.1 Housing Development Update (Discussed in Camera)

8.2 Water Tower Project

8.2.1 Tender for Water Storage tank Upgrade

6.2.2 IRAC Approval Permit for Water Storage Tank Upgrade

The CAO reported one tender was received for the upgrades to the Water Storage Tank. The tender was reviewed by the Town's Engineer (WSP) who were recommending that the Tender be awarded.

**It was duly moved and seconded that Council accept the tender from Greatario Industrial Storage Systems Ltd for Upgrades at the Town's Water Tower at a cost of \$400,200 including HST.**

Moved by Deputy Mayor Randy Ahearn, seconded by Councillor Larry Allen

CARRIED 5-0

8.3 Trail Development Project

The Province of PEI has awarded the Town a grant of \$290,000 towards a Trails project with a total cost of \$509,238.

Council will be meeting with the Hon Jamie Fox and Barbara Weeks of the CDC at 7:45pm on Wednesday Oct 13<sup>th</sup> to discuss whether this project could go ahead as it was expected that the grant would be 100% of the total cost.

**9. NEW BUSINESS**

**9.1 Tender- Fire Dept Bunker Gear**

**The CAO reported that three tenders had been received for the replacement of Bunker Gear for the Fire Dept. The fire dept met and recommended that the tender from Nova Fire Equipment Ltd as their product was better suited for the needs of the Fire Dept.**

**It was duly moved and seconded that Council accept the Tender from Nova Fire Equipment Ltd for 20 sets of Bunker gear at a cost of \$51,290.00 including GST**

Moved by Councillor Barb Wood, seconded by Councillor Nicole Arsenault

CARRIED 5-0

**9.1 Resolution : Credit Card Application**

**It was duly moved and seconded that the Town approve a Corporate Credit Card for the CAO James Wentzell and the Recreation Director Holly Bernard for a credit limit of \$10,000 to be used only when alternate pavement methods aren't available for purchases for the Town.**

Moved by Councillor Nicole Arsenault, seconded by Deputy Mayor Randy Ahearn

CARRIED 5-0

**10. IN CAMERA -MGA Section 119**

**MGA 119 (e) Contractual Discussions (Housing) & MGA 119(d) Human Resource Matters**

**It was duly moved and seconded that Council Go into Camera**

Moved by Councillor Barb Wood, seconded by Councillor Larry Allen

CARRIED 5-0

**Council went into Camera at 9:14 pm**

**Council Returned to Open Session at 9:55pm**

**The CAO had reported to Council that Alan Nisbet Plumbing & Heating had resigned as the Town of Borden Water and Wastewater Operator as of Oct 11, 2021. A replacement will be sought as soon as possible.**

There being no further business to come before the meeting, the meeting adjourned at 9:55 pm

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Mayor Charles Mackenzie

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CAO Jim Wentzell



Central Development Corporation  
 106 Linkletter Ave. Central Bedeque COA 2G0  
 Phone 902-887-3400 Fax 902-887-2400



## PROJECT STATUS REPORT

### MEETING NOTES

REPORT DATE	PROJECT NAME	PREPARED BY
Oct 13, 2021	Town of Borden Trails Expansion	Barbara Weeks, Executive Director, CDC
Attendance	Jamie Fox, Emily Allen Barbara Weeks Laurel Palmer-Thompson Randy Ahern Nicole Arsenault Barb Wood	Minister of Fisheries & Communities Central Development Corporation Borden Town Council

### Town of Borden Trails Expansion

#### 1. Land ownership

- Map was discussed and doesn't look like it will be a problem. Land for the trail will be on provincially owned land. Transfer needed? Long term Lease for the land for \$1? Need it in writing.

#### 2. Project Design

- Application through Community Capacity Fund to complete a project design, submitted through community development officers.
- Nonprofits can access up to 85% to a maximum of \$20,000
- To be completed asap

#### 3. Tender for Construction

- Can be drafted concurrently during project design phase based on budget already submitted.
- To be advertised asap

#### 4. Environmental Group "buy-in"

- Meeting with Island Nature Trust, BEMA, Ducks Unlimited, Bedeque Bay Environmental
- Letter from the Town of Borden-Carleton to be drafted to submit to each with a standard letter of support asking for their support in this project
- Highlight education, schools, Monarch butterfly project, Bird conservation

#### 5. Formal Application for Funding

- application to be submitted jointly CDC, BADC/Destination Borden-Carleton
- can access 100% funding

#### 6. Project Management/Time Line – High Level Tentative

- Project Design – CCF - December 2021
- Tendering – January 2021
- Construction – weather permitting – February/March 2022

**BORDEN-CARLETON  
MAYOR'S  
POLICING REPORT  
October, 2021**

**East Prince RCMP Detachment  
“L” Division  
Prince Edward Island**

Prince District RCMP Members have reported 214 hours providing policing services to the Town of Borden-Carleton, during the month of October 2021.

A short recompilation of the above-noted hours includes time spent conducting traffic law enforcement in the community; conducting routine traffic monitoring; responding to individual calls for service; conducting investigations and required follow-up from previous calls for service and investigations. As well, this may include time spent attending to local community and school activities.

A total of eight calls for service were received during this past month. Eight Summary Offence Charges and one Written Warning were issued under the Provincial Highway Traffic Act, in Borden- Carleton, for Speeding Violations.

Seven Criminal Record Checks were completed for residents of Borden-Carleton, this past month.

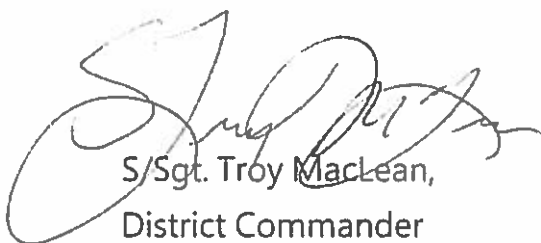
OCCURRENCES	October 2021
Liquor Act	1
False Alarm	1

Traffic Violations	1
Suspicious Person/Vehicle	1
Quarantine Act	1
Mischief – Obstruct Enjoyment of Property	1
Theft	1
Assistance to General Public	1
Total Calls for Service	8

Highway Traffic Act Violations	October 2021
Speeding Charges	8
Speeding Warnings	1

Prince District had dedicated much attention within Borden-Carleton to traffic enforcement and check points in the month of October, with a focus on the long Thanksgiving weekend. The results are evident within this report. We look forward to similar road safety initiatives as we approach the upcoming holiday season in December.

Should you have any questions or concerns regarding this report, please feel free to contact me to discuss.



S/Sgt. Troy MacLean,  
District Commander  
Prince District RCMP  
902-436-9300

Sgt. Neil Logan  
Operations NCO  
Prince District RCMP  
902-436-9300

**Town of Borden- Carleton  
CAO Financial & Admin Report  
November 2021**

**Earlier Budgeting**

As mentioned last month we will start the 5- Year Capital budget in November. That way there will be more time to apply for grants, be able to tender earlier and get the work done sooner. the Operating Budget process will begin in December. Information and request for input will be circulated t to all members of Council and Staff.

**Audit Letters**

Attached to this report are Audit letters from MRSB for the 2019/20 and 2020/21 fiscal year along with my comments. I have sent these letters along to the Dept of Municipal Affairs and I will discuss their recommendations with staff.

**Implementing of Procedures**

We are constantly changing our processes and accounting procedures to improve the accounting and record keeping for the Town. Some changes are being implemented as suggested by the Auditors and others are initiated inhouse. These include:

- Improved record keeping on usage and billings for the Arena (Revenue reconciled monthly)
- Change in Canteen operation, orders will be accepted by text and starting in Feb customers will be able to order online. Regular canteen hours to enable the public to know when meals can be ordered.

**Thank You to Staff**

As you are aware, I was away for two weeks and I would like to thank Holly, Dennis and Alicia for holding the Fort and dealing with issues while I was away. Every day is different when working for a municipality and one never knows what one has to deal with. Thank You guys(gals)!

Dennis has shown his resourcefulness and was tasked in making unexpected repairs to the Zamboni, filling in as required at the Arena, winterizing the Railway Park, finishing the fence at the Memorial Park, and stepping up to assist with the day-to-day operation of our Utilities and obtaining various concrete barriers for at the Arena (free of charge from the province)

Holly was in charge while I was away, directing staff as needed, A lot of work was put in getting the Canteen ready and staffed for opening. We still need another staff person.

Alicia sent out the latest Water/Sewer billings and is now working on the billings for the Arena for October.

### **Financial Accounting for the Town. Arena and Utilities**

GST/HST returns for July, August & Sept submitted to CRA

Monthly Payroll remittances made on the 15<sup>th</sup> of each month.

Interest on outstanding Utility accounts processed.

Follow up with DMA for Grants in Lieu of Taxes for 2021

### **Administration**

- Continuous consultation with the Town Solicitor/Planner in respect to the proposed housing developments.
- Follow up on Electrical Issues at the Sewage Pumping Station
- Discussions with DMA re the Town's EMO Bylaw and Emergency Measures Plan
- Continue discussions with officials from the Dept of Municipal Affairs to discuss shared services.
- Meetings with staff on a continuous basis to complete various projects contained in the 2021/22 Budgets)
- . Dealt with a number of Zoning questions/civic numbering issues.

### **Water/Wastewater Management**

Ongoing discussions with THE Dept of Environment in respect to the operation of our Water/Waste water treatment plants and Lagoons

Agreement from the Province to have Bob Irving (Bob's Water Sampling Service) along with Dennis to oversee the Water operation until December 31 2021

Province agreed to have a company headed by Preston Siliker along with Brad Paugh to manage the utilizes with terms to be negotiated.

Possibly that Dennis may be able to write for his Class 1 certification.

Discussions held to determine what information/knowledge gap exists in respect to the operating procedures and record keeping, including alarm system of our utilities.

Follow of on dumping in our sewage system by a third party who has not been billed for using our system.

Jim Wentzell

CAO

End of Report for November 2021



**IRVING**  
1 888 310 1924



August 6, 2021

Mr. Charles MacKenzie, Mayor  
Town of Borden-Carleton  
167 Industrial Drive  
Borden-Carleton PE C0B 1X0

Dear Mr. Mackenzie:

The following points are raised as a result of our recently completed audit of the records of the Town of Borden-Carleton for the year ended March 31, 2020. The points being raised are made to improve internal control and efficiency of operations and are in no way intended to reflect on integrity or ability of employees or councilors. This letter is not intended to attest to the overall adequacy of all internal controls but is meant to address those concerns noted during our audit testing.

### **Revenues**

During our audit, we noted that supporting documentation was not always available for all revenues and deposits. In future, we recommend that all payment notification advices, cheque stubs, correspondence, and receipts be retained for all amounts being received by Town, Utility and Arena. This will ensure there is proper backup and details for all deposit amounts.

We also noted that utility receipts were being posted based on the Sage system numbering system. All receipts should be based on the pre-numbered receipt prepared for customer payment. This will make it easier to track payments for customers and assist with bank reconciliations.

During our audit, we there was no ice rental schedule retained to support daily ice rentals and amounts being billed. The details of daily rentals should be maintained to ensure information available to support ice rental charges for all users in case of dispute and for audit verification purposes.

Mr. Charles MacKenzie  
August 6, 2021  
Page 2

## Payroll

During our review of payroll, we noted that employee salaries were not approved in the Council meetings. In addition, we noted that TD's are not being updated on a regular basis. It is important to have employees update their TD1 if their situation changes, including a change to the amount of additional tax they want deducted from each pay. There were also no time sheets for part-time employees. A time sheet should be filled out for all part-time employees and approved by their respective supervisor. Finally, we noted that no taxable benefits are being recorded for Christmas bonuses. Whether a bonus is paid by cash or a gift card, it should be recorded as a taxable benefit on the employees T4.

## Council Meeting Minutes

During our audit, we noted some council meeting minutes were not signed after being approved in the subsequent meeting. All minutes should be formally signed and kept on file for official record of the minutes. Care should be taken to ensure the official copy is approving the correct date of the previous meeting, in several cases we noted incorrect dates being referenced.

## IRAC

The annual filing with Island Regulatory and Appeals Commission for Water and Sewer Accounts includes accounting for contributions in aid of construction as part of assets. For the year ended March 31, 2020, the water account had an operating loss reported and accumulated deficit of \$94,416; Council may want to consider rate application review with IRAC for water account if deficits continue to accumulate.

We thank you for the opportunity to conduct this year's audit. If you have any questions on the above or any other matter, please do not hesitate to contact us.

Yours truly,

*MRSB Chartered Professional Accountants Inc.*  
MRSB Chartered Professional Accountants Inc.

cc. Mr. Jim Wentzell, CAO

September 21, 2021

Mr. Charles MacKenzie, Mayor  
Town of Borden-Carleton  
167 Industrial Drive  
Borden-Carleton PE C0B 1X0

Dear Mr. Mackenzie:

The following points are raised as a result of our recently completed audit of the records of the Town of Borden-Carleton for the year ended March 31, 2021. The points being raised are made to improve internal control and efficiency of operations and are in no way intended to reflect on integrity or ability of employees or councilors. This letter is not intended to attest to the overall adequacy of all internal controls but is meant to address those concerns noted during our audit testing.

## Payroll

During our review of payroll, we noted that employee salaries were not approved in the Council meetings. In addition, we noted that TD 1's are not being updated on a regular basis. It is important to have employees update their TD1 if their situation changes, including a change to the amount of additional tax they want deducted from each pay. It should also be noted that, when entering salaried employees in Sage, the number of hours for each pay period should be inputted as well so that insurable hours are being calculated. Finally, we also noted that time cards are not being filled out and reviewed regularly by supervisors. A time sheet should be filled out for all part-time employees and approved by their respective supervisor.

## Minutes

It was noted during our review of the monthly meeting minutes that there were some months where the previous meeting minutes were not being approved. It is important to review and approve the previous minutes at the monthly council meetings. These minutes should also be signed off to note approval at each meeting as well.

Yours truly,

*MRSB Chartered Professional Accountants Inc.*  
MRSB Chartered Professional Accountants Inc.  
cc. Mr. Jim Wentzell, CAO



**Borden-Carleton**

*The coastal heart of PEI!*

**November 7, 2021**

CAO's COMMENTS to Auditors Management Letters

**2019-20 Audit (Letter dated August 6, 2021)**

**Revenues**

The issues raised by the Auditors were resolved and not an item in the 2020-21 audit letter. We do retain documentation received for payments and deposits. There is a three way match daily; matching entries on the bank statement with the receipts, debit slips and deposits.(and all matched with a Sage printout for those dates)

All payments by Cash, cheque and Debit are receipted when received and those receipt numbers entered on Sage. We use a code on Sage postings for payments received via Debit, EFT or through the Credit Union CUPE) All Electronic payments received are dated on Sage, the same date they appear on the Bank statement.

There are monthly ice rental schedules retained. Improvements to these records were made in 2020-21 and additional improvement implemented for the 2021-22 season. All users have to sign off when they use ice time, and there will be a monthly reconciliation with ice time used compared to Ice time paid and invoiced,

**Payroll**

I will clarify with the Auditors the requirement for salaries to be approved by Council. The CAO salary has always been approved by Council by motion that I know of. All other employees are employees of the CAO. Seasonal and part time people are hired all the time. For 2021 salaries were approved at the time the budget was approved.

In 2021 all part-time and grant people did complete pay time sheets.

we have included any bonuses (cash or gift certificates) on T4's

**Minutes**

We will improve getting the minutes signed properly after their approval and minutes are now kept in a minute journal.

Town of Borden-Carleton  
PO Box 89  
Borden-Carleton PE C0B 1X0  
Tel: 902-437-2225 Fax: 902-437-2610  
[www.borden-carleton.ca](http://www.borden-carleton.ca)

## **IRAC**

I agree a Water/wastewater rate study needs to be completed and rates revised to reduce ongoing deficits. The Water meters need further examination as I am not convinced, they are recording water usage actually.

## **2020-21 Audit (Letter dated September 21, 2021)**

### **Payroll**

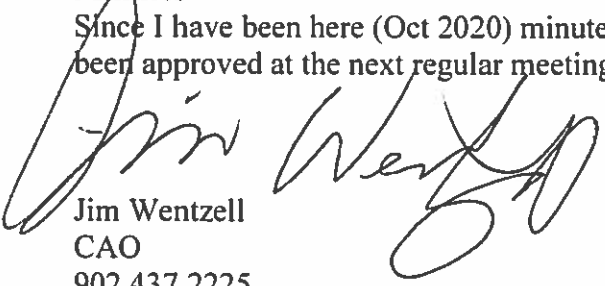
As commented on for the previous year, I will clarify with the Auditors the requirement for salaries to be approved by Council. The CAO salary has always been approved by Council by motion that I know of. All other employees are employees of the CAO. Seasonal and part time people are hired all the time. For 2021 salaries were approved at the time the budget was approved.

In 2021 all part-time and grant people did complete pay time sheets. We did update TDI's in 2021. This will be done annually, every January. Council honorariums will be paid as part of Payroll. Not Accts Payable as of Jan 1 2022.

In respect to time cards, the Auditors may have been confused as to the location of the time cards. In the past there were placed collectively in a file. Now they are attached to the pay voucher. We will keep a dual system in the future. Tracking insurable hours has never been a problem as ROE's are not produced by Sage.

### **Minutes**

Since I have been here (Oct 2020) minutes for a previous month (both regular & special) has always been approved at the next regular meeting. We do not approve minutes at a Special meeting.



Jim Wentzell  
CAO  
902 437 2225

**From:** Federation of Prince Edward Island Municipalities <info@fpeim.ca>  
**Sent:** October 22, 2021 4:29 PM  
**To:** Wendy  
**Subject:** 2021 FPEIM Semi-annual Meeting - November 6, 2021

2021 FPEIM Semi-annual Meeting

[View this email in your browser](#)



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**Let's build a strong future together**

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Dear Wendy

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## 2021 FPEIM Semi-Annual Meeting

The 2021 FPEIM semi-annual meeting is planned for Saturday, November 6, 2021, at the Credit Union Place in Summerside. All attendees must show proof of double vaccination for Covid-19 and ID.

- Registration fee for FPEIM member delegate – \$75 + HST

City of  
*Summerside*

Prince Edward Island

# Tentative Meeting Agenda

November 6<sup>th</sup>, 2021 – Credit Union Place, Summerside

9:30 a.m. to 3:00 pm

9:00 am	<b>Registration</b>
9:30 am	<b>Call to Order, Land Acknowledgement and Opening Remarks - Councillor Bruce MacDougall, President, FPEIM</b> <b>Welcoming remarks by Mayor Basil Stewart, City of Summerside</b>
9:40 am	<b>FPEIM Business</b> <ul style="list-style-type: none"><li>• President's Report – Councillor Bruce MacDougall, City of Summerside</li><li>• Adoption of the minutes of the 2021 Annual meeting</li><li>• Finance Committee Report</li></ul>
9:50 am	<b>Address by Minister of Fisheries and Communities – Honourable Jamie Fox</b>
10:00 am	<b>Switch Program – Maddy Crowell, Environmental Sustainability Coordinator, Town of Stratford and Julian Boyle, President of PACE Atlantic</b>
10:30 am	<b>BREAK</b>
10:45 am	<b>Land Matters - Department of Agriculture and Land presented by: Dr. Bobby Cameron, Director, Strategic Policy and Evaluation Division, Glenda MacKinnon-Peters, Director, Land Division, and Andrea Triolo, Senior Legislative Analyst</b>
11:30 am	<b>Summerside Green Energy – Greg Gaudet, Municipal Services Director, City of Summerside</b>
12:00 pm	<b>Lunch</b>
1:00 pm	<b>A Conservation Conversation - Kathrin Munro, Conservation Coordinator, FPEIM and Samantha Murphy, S J Murphy Planning and Consulting</b>
1:20 pm	<b>PEI Coastal Hazards – Data, Tools and Resources – Peter Nishimura and Hope Parnham, Department of Environment and Climate Change</b>
2:00 pm	<b>Municipalities Building Communities through Small Projects</b> <ul style="list-style-type: none"><li>• Rural Municipality of Miltonvale Park</li><li>• City of Charlottetown</li><li>• Town of Stratford</li></ul>

Central Development Corporation  
 106 Linkletter Ave. Central Bedeque COB 1G0  
 Phone 902-887-3400 Fax 902-887-2400



# BORDEN TRAILS PROJECT AGENDA

ZOOM MEETING TUESDAY NOVEMBER 9TH @ 1 PM

## PROJECT DESCRIPTION

Planning stages of trail development and expansion in the Borden-Carleton area for the purpose of promoting active communities &

The purpose of meeting at this time is to determine and identify any concerns from various environmental organizations in regards to the proposed expansion of the existing trail system in the community of Borden-Carleton. This trail system is planned to go through some land that is located adjacent to some protected lands and along the shoreline. We feel it is important to collect multiple opinions from organizations so that we may proceed with experience and knowledge, lessening the impact this project will have on the surrounding areas.

## PROJECT MANAGERS

NAME	TITLE	CONTACT
Barb Weeks	Executive Director; Central Development Corporation	(902) 887 3400 barb@centralpei.ca
Cora Sonier	Program Coordinator; Central Development Corporation	(902) 887 3400 csonier@centralpei.ca

## Meeting Attendees

ROLE	NAME	TITLE	POSITION, ORGANIZATION/DEPARTMENT	CONTACT
Project Manager	Barb Weeks	Executive Director	Central Development Corporation	(902) 887 3400
Assistant Project Manager	Cora Sonier	Program Coordinator	Central Development Corporation	(902) 887 3400 csonier@centralpei.ca
Council Representative	Jim Wentzell	CAO	Borden-Carleton	
Council Representative	Barb Woods	Counsellor	Borden-Carleton	
Advisor	Johnathan Platts		Ducks Unlimited Canada	j_platts@ducks.ca
Advisor	Megan Harris	Conservation Director	Island Nature Trust	conserve@islandnaturetrust.c
Advisor			Island Trails	(902) 894-7535



## AGENDA

1. Project Overview
  - Discuss proposed trail expansion project and selected area for trail expansion and creation.
  - Discuss the proposed benefits the proposed trails can provide to the community & province
2. Project Discussion
  - Determine and identify any concerns from environmental groups regarding the proposed project area.
  - Determine and identify any regulations that must be followed to maintain the diverse wildlife in the proposed area.
  - Determine whether an environmental impact assessment will be needed prior to project commencement
  - Address the impact construction will have on adjacent wildlife & discuss how to lessen that impact
3. Project Recommendations
  - Discuss possible continued involvement of environmental organizations
  - Determine level of future involvement of environmental organizations
  - Discuss possible maintenance concerns of proposed trail or long term impacts on wildlife in the area
4. Project Conclusion
  - Do we have support of this project moving forward?

(live link can be found in email)

Meeting ID: 868 6633 1104

Passcode: 477654

<https://us06web.zoom.us/j/86866331104?pwd=OTRlUHJzYXptaGR2WVlvV2FiRIUzdz09>

**TOWN OF BORDEN-CARLETON  
5 YEAR CAPITAL PLAN  
2021-22 to 2025-26**

**DRAFT**

GL #	ASSET NAME	DESCRIPTION	TOTAL COST) 5 YRS	HST IN COST	YEAR 1 APR21-MAR 22	YEAR 2 APR22-MAR23	YEAR 3 APR23-MAR24	YEAR 4 APR24-MAR25	YEAR 5 APR25-MAR26	> 5 YRS Future
<b>TOWN</b>										
	General Government									
1635	Computer Equipment	Computers: Town Office /Council Tablets	3,500	457	3,500					10,000
1655	Gen Gov't Equip	File Cabinets- Office Equipment	4,000	522	800	800	800	800	800	
	Fire Protection									
1625	Fire Equipment	Bunker Gear (20 sets)	60,000	7,826	50,000	10,000				
1645	Generator	Generator (Backup) Fire Hall	8,500	1,109		8,500				
1664	Fire Hall	Furnace Replacement Fire Hall			TBD	TBD	TBD	TBD	TBD	
1627	Fire Vehicles	Replace 2004 GMC Pumper Truck	250,000	32,609						250,000
1625	Fire Equipment	General Equip Upgrades, boots/helmets/boozles/	25,000	3,261	5,000	5,000	5,000	5,000	5,000	
1625	Fire Equipment	Replace All Hoses with Rubber Jacket Hoses	1,500	196		1,500				
1635	Fire Hall	Smart TV - Tracking & Monitoring Calls	900	117		900				
1625	Fire Equipment	Replace Papers	3,000	391					3,000	
	Other Protection									
	EMD Generator	Generator for Emergency Centre (possibly Legion	8,000	1,043	8,000					
	Transportation Services									
1610	Building- Read Rd	Expond Maintenance Shop - Read Road	15,000	1,957	15,000					
	Main Equip	Pressure Washer 2.5 gpm @3200psi (gas)	600	78	600					
1660	Streets/Sidewalks	Paving Streets & sidewalks	125,000	16,304	25,000	25,000	25,000	25,000	25,000	
1660	Streets/Sidewalks	Paving Parking Lots/Driveways	20,000	2,609	10,000	10,000				
1660	Sidewalks	Replacement program	120,000	15,652		30,000	30,000	30,000	30,000	

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	Environmental Development Services/Tourism									
1685		Destination Borden-Carleton- Phase 2			TBD	TBD	TBD	TBD	TBD	
1685		Destination Borden-Carleton- Phase 3			TBD	TBD	TBD	TBD	TBD	
XXXX		Caboose- Lease	2,500	326	2,500					
XXXX		Electrical (Water/Sewer under Utilities)	5,000	652	5,000					
XXXX		Lighthouse-Lease	6,000	783	5,000	1,000				
XXXX		Craft Shop - Lease	5,000	652	1,000	1,000				
XXXX		Beautification	8,000	1,043			4,000			
XXXX		Boardwalk Improvements			300,000	177,000				
XXXX		Expand Trail System- Noonmions Pond/Rail Park	477,000	62,217						
XXXX		Signage - Welcome Sign w New Logo			TBD	TBD	TBD	TBD	TBD	
XXXX		Signage- Business Directory			TBD	TBD	TBD	TBD	TBD	
1600		Backshore			TBD	TBD	TBD	TBD	TBD	
		Improve Parking Areas								
		Recreation & Cultural Services (Parks & Playgrounds)								
1662		Recreation Equip	10,000	1,304	10,000					
1650		Heavy Duty Grass Mower (zero Turn)	45,000	5,870	12,000	33,000				
1650		Ball field Upgrades/Fence/Netting/backstop/Gravels	2,000	261	2,000					
1650		Carleton Memorial Park	10,000	1,304						
		Move Gatebo, Install Monument								
1650		Replace Playground Equipment								
		Recreation & Cultural Services (Library)								
1668		Library Building			TBD	TBD	TBD	TBD	TBD	
1622		Library Furniture	500	65	500					
		Library Parking Lot & Walkway								
		Tables/Chairs/Shelves								
		TOTAL TOWN CAPITAL	1,216,000	158,608	455,900	303,700	65,800	64,800	325,800	10,000

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**DRAFT**

GL #	ASSET NAME	DESCRIPTION	TOTAL COST) 5 YRS	HST IN COST	YEAR 1 APR21-MAR 22	YEAR 2 APR22-MAR23	YEAR 3 APR23-MAR24	YEAR 4 APR24-MAR25	YEAR 5 APR25-MAR26	> 5 YRS Future
<b>ARENA</b>										
	Recreation & Cultural (ARENA)									
1605	Arena	Tables and Chairs	2,500	326	2,500					
1605	Arena	Canteen Upgrades	15,000	1,957		15,000				
1605	Arena	Paving Portion Parking/LZamboni Entrance			TBD	TBD	TBD	TBD	TBD	
1605	Arena	Signage - Community/Arena Info	9,000	1,174	9,000					
1605	Arena	Entire Plant Replacement	375,000	48,913					375,000	
1605	Arena	Renovate Accessible Dressing Room/Washroom	4,000	522	4,000					
1605	Arena	Different Heat source for the Washrooms			TBD	TBD	TBD	TBD	TBD	
1605	Arena	Replace Zamboni			TBD	TBD	TBD	TBD	TBD	
<b>TOTAL_ARENA</b>			<b>405,500</b>	<b>52,892</b>	<b>15,500</b>	<b>15,000</b>	<b>0</b>	<b>0</b>	<b>375,000</b>	<b>0</b>
<b>TOTAL TOWN &amp; ARENA</b>			<b>1,621,500</b>	<b>211,500</b>	<b>471,400</b>	<b>318,700</b>	<b>65,800</b>	<b>64,800</b>	<b>700,800</b>	<b>10,000</b>
<b>UTILITIES</b>										
1810 335	Hydrants	Hydrant Access Improvements	5,500	717		5,500				
1830 330	Distribution Tower	Water Tower upgrades Phase I	400,000	52,174	400,000					
1705 354	Sewer structures	2 * Sewer extension KOA Campground Painter Lane	20,000	2,609	20,000					
1705 354	Sewer structures	Manhole Top of Wharf Hill	3,000	391	3,000					
1705 354	Sewer structures	Manhole Back End Rink Parking Lot	2,000	261	2,000					
1705 354	Sewer structures	Manhole Corner Howatt & Beatty Streets	2,000	261	2,000					
1800 311	Pumping Equip	2" Gas Water Pump with suction and recharged hoses	500	65	500					
1700 304	Sewer structures	8" Sewer Extension TCH Seafood Processing/KOA			TBD	TBD	TBD	TBD	TBD	
	Water Meters	Water Meters New Development	3,000	391	1,000				1,000	
	Water Service	Water Extension Caboose/Lighthouse	2,500	326	2,500					
1705 354	Sewer structures	Sewer Extension Caboose/Lighthouse	2,500	326	2,500					
<b>TOTAL_UTILITIES</b>			<b>441,000</b>	<b>57,521</b>	<b>433,500</b>	<b>5,500</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>0</b>
<b>GRAND TOTAL (ALL DEPARTMENTS)</b>			<b>2,062,500</b>	<b>269,021</b>	<b>904,900</b>	<b>324,200</b>	<b>66,800</b>	<b>64,800</b>	<b>701,800</b>	<b>10,000</b>

**bcadmin@borden-carleton.ca**

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**From:** bcadmin@borden-carleton.ca  
**Sent:** January 13, 2021 3:08 PM  
**To:** 'Barry King'  
**Subject:** RE: FW: Planning Board Report for PID 778936- for Mon Jan 11th meeting

**Hi Barry**

**Council passed an amended Motion, approving the rezoning of a portion of PID 778936 to be determined by you by survey that does not exceed 6.28 acres and subject to certain items as shown below. We can meet and discuss it so we are on the same page.**

**Jim**

**The Motion reads:**

Amend Appendix 1 - General Land use Plan of the Official Plan in order to change the designation for a *portion of PID#778936 not to exceed 6.28 acres* from Residential to Commercial; and  
Amend Appendix "A" Zoning Map of the Zoning and Development Bylaw in order to rezone *a portion of PID#778936 not to exceed 6.28 acres* from the Residential (R1) Zone to the Highway Commercial (C2) Zone

subject to a development agreement being in place that includes but not limited to the following:

a site plan and survey showing the area of PID #778936 to be re-zoned and consolidated with PID 563551 , the intended set backs from adjoining residential properties and a landscaping plan satisfactory to Town Council; and subject to

Access approval from the Provincial Department of Transportation, Infrastructure and Energy that includes the expanded property.

**End of Motion**

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**From:** Barry King <koa.borden@gmail.com>  
**Sent:** January 13, 2021 2:33 PM  
**To:** Chief Administrative Officer <bcadmin@borden-carleton.ca>  
**Subject:** Re: FW: Planning Board Report for PID 778936- for Mon Jan 11th meeting

What happened at the meeting?

On Tue, Jan 12, 2021 at 1:54 PM Barry King <[koa.borden@gmail.com](mailto:koa.borden@gmail.com)> wrote:

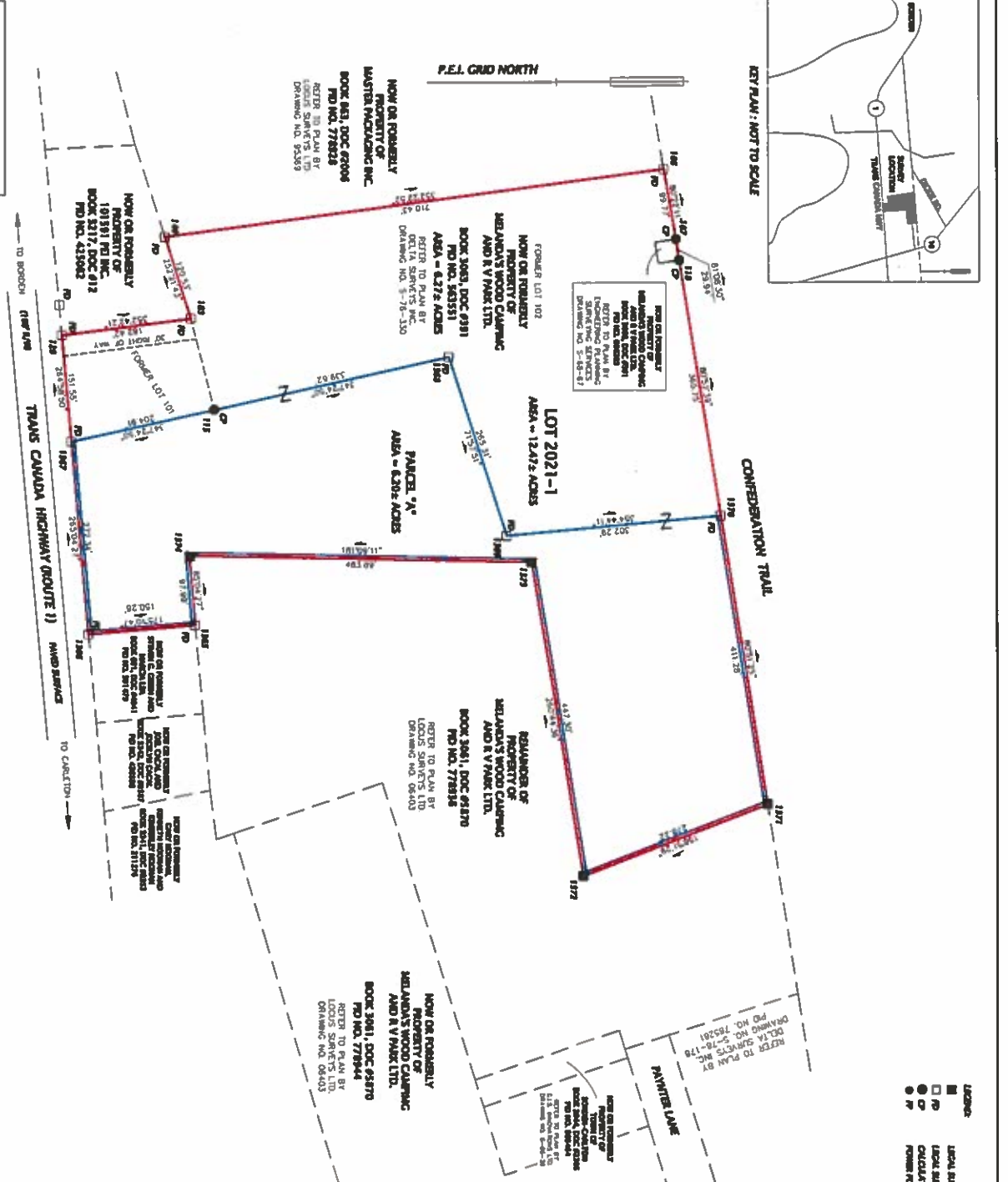
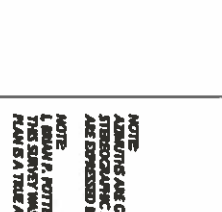
Jim, thanks for the return call.

Just to reiterate, my frustration is with the process and not with you. We appreciate the effort you have made to move this forward.

On Tue, Jan 12, 2021 at 12:03 PM Barry King <[koa.borden@gmail.com](mailto:koa.borden@gmail.com)> wrote:

I am not sure I can relay how frustrated I am getting with this process. We are 18 months into this discussion and it is only now that you bring up the Dept of Transportation.

# KEY PLAN



**RED** - PARCEL 1/4 PORTION OF PROPERTY OF MELANDAS WOOD CAMPING AND R V PARK LTD. AREA = 6.20± AC.

**BLUE** - PARCEL 3/4 PORTION OF PROPERTY OF MELANDAS WOOD CAMPING AND R V PARK LTD. AREA = 6.20± AC.

**NOTE**  
THIS SURVEY AND COORDINATES SHOWN ARE BASED ON THE P.E.I. POINT TRAVERSE MEASUREMENT WITH LOCAL GRID REFERENCE SYSTEM. ALL COORDINATES ARE EXPRESSED IN FEET.

**NOTE**  
L. BRYAN F. POTTER, PRINCE EDWARD ISLAND SURVEYOR, DO HEREBY CERTIFY THAT THIS SURVEY WAS EXECUTED UNDER MY DIRECTION AND SUPERVISION AND THAT THIS PLAN IS A TRUE AND CORRECT REPRESENTATION OF SAID SURVEY.

COORDINATES EXPRESSED IN FEET

POINT	EASTING	NORTHING
103	337807.24	337782.88
104	337896.59	337806.32
107	338298.95	338422.92
110	338428.53	338627.52
115	338817.12	339776.89
120	339550.90	339776.89
124	339966.47	339776.89
136	339955.10	339776.89
138	339861.77	339776.89
140	339585.11	338702.15
146	339781.59	338464.50
150	339787.66	338464.51
157	339787.66	338464.51
157E	339787.66	338464.51
157W	339787.66	338464.51
157N	339787.66	338464.51
157S	339787.66	338464.51
157E	339787.66	338464.51
157W	339787.66	338464.51
157N	339787.66	338464.51
157S	339787.66	338464.51

**LEGEND**

▣ LOCAL SURVEY NUMBER PLACED

▢ LOCAL SURVEY NUMBER FOLDED

○ CALCULATED POINT

◌ POINT MARK

**NOTE**  
IT IS NECESSARY TO HAVE APPROVAL STAMPING ON THIS PLAN BEFORE DEEDS ARE PREPARED.

**G.I.S. Innovations Ltd.**

225 West Beaver Creek, Richmond Hill, ON L4B 4T1

Phone: 905-882-2525

**PLAN SHOWING LOT 2021-1**

PROPERTY OF  
**MELANDAS WOOD CAMPING AND R V PARK LTD.**

LOCATION: BORDEN-CARLETON, LOT 28, PRINCE COUNTY, P.E.I.

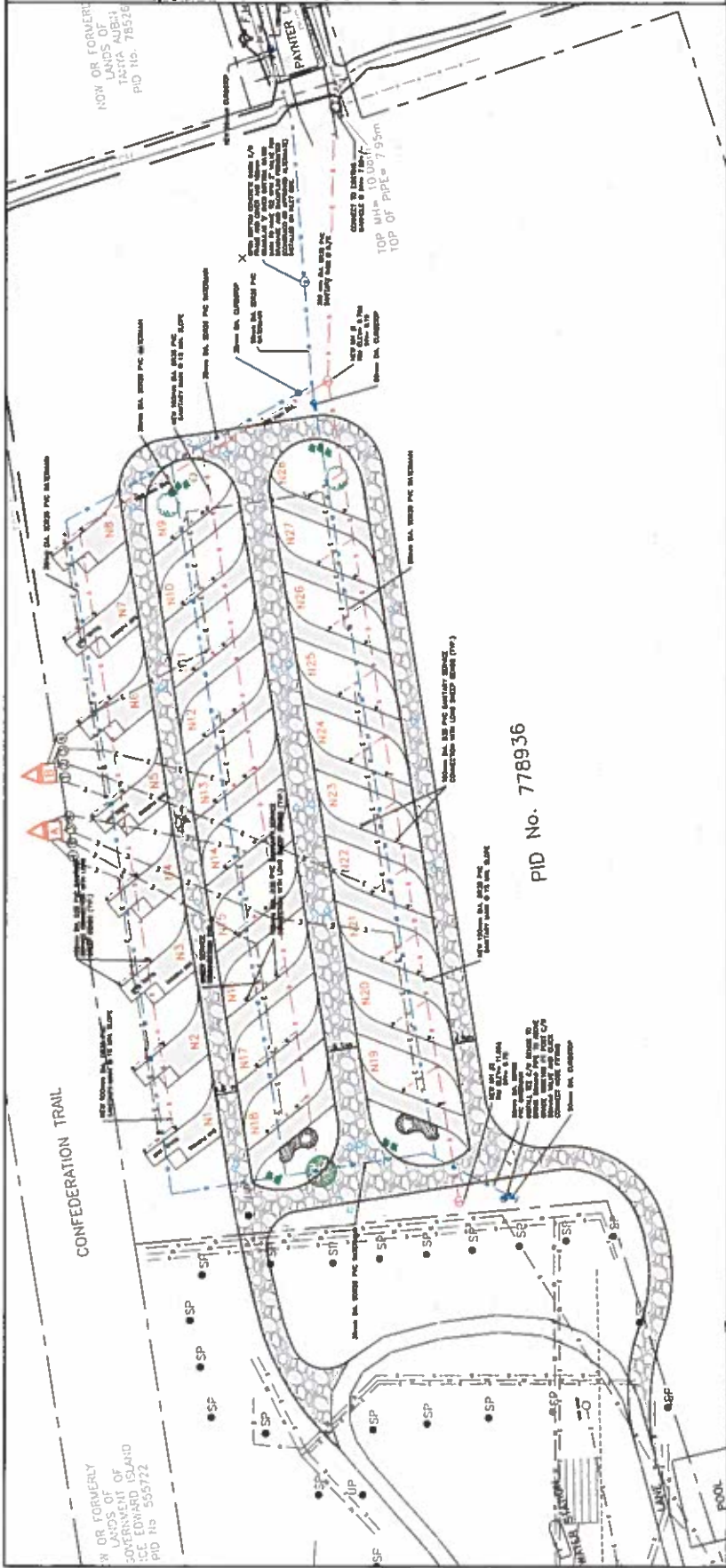
SCALE	DATE	BY	REVISION
1" = 100'	NOVEMBER 2, 2011	D.M.V.	1
			2

**TITLE**  
PLAN SHOWING LOT 2021-1

**PROPERTY OF**  
MELANDAS WOOD CAMPING AND R V PARK LTD.

**LOCATION**  
BORDEN-CARLETON, LOT 28, PRINCE COUNTY, P.E.I.

SCALE	DATE	BY	REVISION
1" = 100'	NOVEMBER 2, 2011	D.M.V.	1
			2

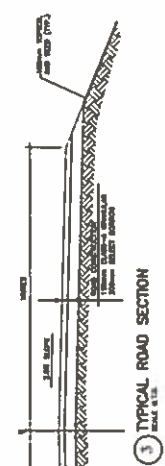
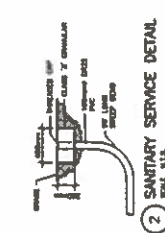


ROW OR FORMERLY  
LANDS OF  
TAXITA AUBURN  
PID No. 785516

FORMERLY  
LANDS OF  
GOVERNMENT ISLAND  
ICE EDWARD ISLAND  
PID No. 555722

PID No. 778936

CONCRETE TO EXISTING  
TOP MH = 10.000 + 9.5m  
TOP OF PIPE = 7.95m



1. CONFERENCE TO VERIFY LOCATIONS AND DEPTHS OF EXISTING UTILITIES AND TO OBTAIN RECORD DRAWINGS FROM THE RESPONSIBLE AGENCIES.
2. A 10% CONTRACTOR REPRESENTATIVE TO CONDUCT A VISUAL SURVEY OF THE SITE TO VERIFY THE LOCATION AND DEPTHS OF EXISTING UTILITIES AND TO OBTAIN RECORD DRAWINGS FROM THE RESPONSIBLE AGENCIES.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
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10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.

NO.	DESCRIPTION	DATE
1	ISSUED FOR PERMITS	10/15/05
2	ISSUED FOR PERMITS	10/15/05
3	ISSUED FOR PERMITS	10/15/05
4	ISSUED FOR PERMITS	10/15/05
5	ISSUED FOR PERMITS	10/15/05
6	ISSUED FOR PERMITS	10/15/05
7	ISSUED FOR PERMITS	10/15/05
8	ISSUED FOR PERMITS	10/15/05
9	ISSUED FOR PERMITS	10/15/05
10	ISSUED FOR PERMITS	10/15/05

**SPL**  
Engineering (2005) Inc.  
Civil Engineering / Project Engineer  
1000 Kalia Road, Suite 1000, Honolulu, HI 96813  
Phone: (808) 531-1111  
Fax: (808) 531-1112



NO.	DESCRIPTION	DATE
1	ISSUED FOR PERMITS	10/15/05
2	ISSUED FOR PERMITS	10/15/05
3	ISSUED FOR PERMITS	10/15/05
4	ISSUED FOR PERMITS	10/15/05
5	ISSUED FOR PERMITS	10/15/05
6	ISSUED FOR PERMITS	10/15/05
7	ISSUED FOR PERMITS	10/15/05
8	ISSUED FOR PERMITS	10/15/05
9	ISSUED FOR PERMITS	10/15/05
10	ISSUED FOR PERMITS	10/15/05

BORDEN KOA CAMPGROUND  
NEW SITE SERVICING PLAN

Project No. 05011  
Date: 10/15/05  
Drawing No. 05011-01  
Scale: AS SHOWN

Prepared by: S. P. L. Engineering  
Checked by: S. P. L. Engineering  
Reviewed by: S. P. L. Engineering

Scale: AS SHOWN  
Sheet No. 05011-01

Sheet No. 05011-01

Sheet No. 05011-01

Sheet No. 05011-01

Sheet No. 05011-01

Sheet No. 05011-01

**From:** Nicole Arsenault <nicole.a.2241@gmail.com>  
**Sent:** November 8, 2021 9:02 AM  
**To:** Kevin Coady; Accounts @ Town of Borden-Carleton; Holly Bernard  
**Subject:** Christmas Party

Good Morning Everyone,

As per talking with Jim last week, I have been working on booking our Christmas Staff Party for this year. I have been in contact with the Legion and I have tentatively booked Friday Dec 17 for our Christmas Party.

Roast turkey dinner with all the fixings would be on the menu, unless you think we should have a roast beef or something else. We would have people start to arrive at 6:30 and get whatever they would like to drink and get situated for the meal to be served at 7.

Last year Kim had purchased gift cards for us to hand out in Christmas Cards one for each invited guest. Are these still at the office and we will have to see if we need to purchase more.

As for getting ready for the party we do not have to do anything, The Legion sets everything up and does the decorating.

If you have any questions please let me know

Nicole

Note: Gift Cards will be taxable

## Staff Bonuses

Part practice :

Full time staff : - \$200  
Seasonal/Part time - \$100